Indefinite Quantity Architect-Engineer Services for Planning and Design projects at Various Locations in the Far East Region

Ref: (a) UFC 1-300-09N, Facilities Criteria (FC) for Design Procedures, (Latest Version)available on the National Institute of Building Sciences Whole Building Design Guide (WBDG) website: http://www.wbdg.org/references/pa_dod.php
(b) Applicable DOD Facilities Criteria (FC) and Unified Facilities Criteria (UFC) Documents (Latest Versions)
(c) Applicable NAVFAC Design Manuals/Military Handbooks
(d) UFC 2-000-05N (formerly P-80) Facility and Planning Criteria for Navy/Marine Corps Shore Installations dated Change 8, Dec 1998 and any changes posted on the Internet
(e) Department of the Army, Manual No. EM 385-1-1, Safety and Health Requirements, Latest Version
(f) Japan Environmental Governing Standards (JEGS), (Latest Version)
(g) Singapore Overseas Environmental Baseline Guidance Document (OEBGD)
(h) OPNAVINST 11010.20H, Facilities Project Instruction
(i) NAVFAC FE CADD Standard (Latest Version)

1. SCOPE OF A-E SERVICES. The Architect-Engineer (A-E) shall provide planning, design and engineering services for various types of facilities at various military installations located in the NAVFAC FE Area of Responsibility (AOR): Japan, Singapore and Diego Garcia. The preponderance of work will be at Navy and Marine Corps installations in Japan.

All A-E services shall be provided in accordance with references (a) through (i). Services include, but are not limited to:

a. **PROJECT PLANNING DOCUMENTS**: The preparation of Military Construction (MILCON) Project Planning documentation (DDForm 1391 project planning documentation, using the Navy/Marine Corps MILCON Team Planning and Programming Process (MTP3) and web-based Electronic Project Procurement Generator (EPG) program). Preparation of Demolition/Footprint reduction and Special Projects planning documentation (DD1391 and EPG). Preparation of: Construction Cost Estimates, Preliminary and Parametric Cost Estimates; Siting-Land Use Studies/Analyses; Special Site Approvals (EMR, Ordnance etc.); Economic Analyses (EAs) using the latest version of the Government’s ECONPACK software; Asset Evaluations (AE); Basic Facilities Requirements (BFR) Documentation; Facilities Planning Documents (FPD) using the government’s web-based iNFADS program; Preliminary Hazard

Analyses (PHA); Preliminary Hazard Lists (PHL); Sustainable Design in accordance with UFC 1-200-02 High Performance and Sustainable Building Requirements, including all changes. ; and Japan Green Building Policy Comprehensive Assessment System for Building Environmental Efficiency (CASBEE)as applicable.

b. **PLANS**: Base **Area** Development Plans; **Capital Improvement Plans; Unified Facilities Criteria (UFC) Master Plans**; Regional Shore Infrastructure Plans (RSIPs), Regional Functional Plans; Maintenance and Sustainment Plans; Family Housing and Bachelor Quarters Comprehensive Neighborhood Plans (CNP); Activity Overview Plans; **Climate Change Response Plans**; Business Plans; Installation Appearance Plans (IAP) (formerly Base Exterior Architecture Plans (BEAP)); **Air Installations Compatibility Use Plans (AICUZ)**; **Encroachment Management Plans**. Facilities and Utilities GPS and GIS mapping and information coordination.

c. **STUDIES:** Regional Planning Studies; Regional Shore Infrastructure Planning (RSIP) studies; Concept Studies; Special Planning Studies; Business case analysis studies, Traffic/Parking/Movement (Pedestrian & Vehicular) Studies; Facilities Planning studies such as Feasibility Studies, Safety Studies, Site Studies; Facilities Assessment Studies; Facilities Life Cycle Studies; Activity Planning and Management Models (APMMs), electronic Land Use/Planning tools/studies; Utilities Studies; Engineering Studies and Energy Conservation Studies/Surveys, Civil Engineering Studies/Surveys, Electrical Engineering Studies/Surveys. SCADA system, utility operation center studies; lifecycle analyses on dynamic / non-dynamic equipment, run-to-failure analysis and non-destructive testing in support of these studies. Studies will also consist of total cost of ownership (facilities), preventive / predictive maintenance strategies, condition assessment / estimated repair cost for high slope roofs and condition assessment of existing backflow preventers / cross connection devices to support the creation of a Regional Backflow Program to ensure compliance with the Overseas Drinking Water initiative (ODW); and Project notional rendering.

d. **EVENTS:** Visioning and Scenario workshops/planning, Functional Analysis Concept Development (FACD) sessions (design charrettes), and facilitated charrettes.

e. **REAL ESTATE SUMMARY MAPS:** CADASTRAL Data Surveying.

f. **ENVIRONMENTAL PLANNING:** National Environmental Policy Act (NEPA) documents, including Categorical Exclusions (CATEX), Environmental Assessments (EA), and Environmental Impact Statements (EIS); Environmental planning documentation including, but not limited to, historical cultural, archeological and biological studies, Biological Assessments for threatened and endangered species, marine studies, Costal Consistency

Determination (CCD), associated GIS and GPS services; and Environmental Studies.

g. **DESIGN:** U.S. funded Multi- disciplinary design services shall include but not limited to repair, maintenance, new construction, site investigations, construction phase services, interior design and other general engineering activities. Design criteria will normally be based on U.S. and DOD requirements; however, deliverables must address local material and construction costs and local construction methods and materials that meet the intent of U.S. criteria in order to facilitate the use of local methods and materials. Designs may include surveying and mapping, topographic and boundary surveys, geotechnical services, CADD/BIM produced plans (AutoDesk Suite), specifications prepared utilizing Specsintact (Government furnished software), construction cost estimates prepared utilizing Success, area cost factors and local cost guidance (government furnished), design analysis, weekly status reports, value engineering, submittal and shop drawing review, construction management support, and school standards development and maintenance using BIM. Design considerations may include master planning, landscaping, architectural design, hardware, electronic and communications systems, utility systems, interior designs, AT/FP compliance, coordination for ordnance and/or explosives investigations, environmental and EPA regulatory considerations for storm water and site drainage pollution prevention plans, AHERA asbestos abatement, Japan Environmental Governing Standards and construction site requirements. Materials and sites to be investigated may contain Asbestos, Lead Based Paint, CFC's, PCB's, Radiological Waste, UST's, OE, or any other related HTRW/Environmental Material on potentially contaminated sites. Some work may require attending public meetings, and coordinating with Federal, State, and Local regulatory agencies. The project schedule and submittal reproduction requirements will be identified separately for each work authorization.

h. **COLLATERAL EQUIPMENT (CEQ) PROCUREMENT AND INSTALLATION PACKAGE:** CEQ Packages for Government Furnished Equipment will be developed based on project planning and requirement documents such as DD Form 1391, Japan Facility Improvement Program (JFIP) Form 22 and other similar documents. Additional requirement information will be gathered from facility owner, tenant and installation Public Works Department staff. Provide equipment and installation schedules to integrate delivery and installation of CEQ with planned and ongoing construction projects. CEQ Packages shall provide equipment size, weight, quantity, utility requirements, equipment layout, and all information necessary to integrate with associated construction project design and facilitate timely installation and completion of the overall facility.

2. SPECIAL REQUIREMENTS. In addition to the services required in accordance with references (a) through (i), the A-E shall also be responsible for the following:

a. Conferences. Attend conferences at the designated locations identified by each project. The A-E shall record all decisions and required actions determined at all conferences and shall provide four copies of all meeting minutes to the Contracting Officer's Representative (COR) within one week after each meeting. The record prepared by the A-E shall include a statement as to the effect of any decisions on the scope, money and design time of the project.

b. Accident Prevention Plan (AAP). The A-E shall prepare and submit an accident prevention plan for site work performed by their staff. The plan shall address personnel safety in accordance with reference (e) and local laws and regulations. The individual task order statement of A&E services (SAES) may require the onsite presence of a contractor Site Safety and Health Officer (SSHO). In such cases, the contractor shall submit, along with the APP, the project specific SSHO qualifications meeting the requirements of reference (e), section 1. Unless otherwise stated in the task order SAES the contractor SSHO and Quality Control (QC) manager or project manager/superintendent may be the same person as long as the individual identified as the SSHO is on-site at all times while work is being performed.

(1) NOTE: Host Nation Safety training will be considered to be equivalent to the 30-hour Occupational Safety and Health Association (OSHA) Construction safety class training requirement.

Japan

The Japan Construction Occupational Safety and Health Association (JCOSHA)provides the construction safety course "Kouji Shumin", or "Course for Construction Site Managers", which is an acceptable equivalent to the 30-hour OSHA Construction Safety Course mentioned above. Completion of this training will fulfill the requirements of reference (e) above. This training can be viewed at the JCOSHA website:
http://www.kensaibou.or.jp or http://www.kensaibout.or.jp/english

Singapore

The Singapore Ministry of Manpower (MOM)-accredited Construction Safety Orientation courses offered by many local firms is an acceptable equivalent to the 30-hour OSHA Construction Safety Course mentioned above.

c. Review Checklist. Conduct a formal quality check and coordination of the submittals. This check shall be conducted by a "third party," meaning the review must be accomplished by an individual or individuals who did not work on the original project. The final submittal shall include the completed review checklist.

d. Fire Protection: Consultation between the A-E and the NAVFAC FE Fire Protection Engineer may be coordinated to discuss project requirements such as water flow tests, fire protection design analysis, and verification of water supply as well as other fire protection related issues.

e. Asbestos and Other Hazardous Materials: For design projects, the existence of asbestos containing material (ACM) and/or other hazardous materials is a possibility. During the course of normal field investigation and research of available records, the A-E shall attempt to identify materials or conditions which may impact project performance and cost.

(1) If ACM or other hazardous materials are encountered, survey/identify and prepare removal plans for the material in accordance with applicable codes, rules, and regulations.

(2) The initial survey shall be conducted under the basic services of each contract, but sampling and/or lab testing would not be required unless specifically included in the scope of work.

f. Provisions for Accessibility. The A-E shall ensure that design projects are in accordance with the Architectural Barriers Act (ABA) Standards (Latest Version) as well local regulations regarding accessibility.

g. Field Investigations. The A-E shall perform all necessary field investigations required to complete the various projects. The work may include meetings with the activity, NAVFAC Far East, other Government representatives, and Commercial utility entities (e.g., TEPCO & Tokyo Gas in Japan).

h. Computer Graphics. All drawings to be provided under this contract shall be accomplished and developed using computer-aided design and drafting (CADD) software and procedures conforming to reference (a). Geospatial data and maps that are created or edited shall use the appropriate datum and reference as provided in the NAVFAC Far East GeoReadiness Center (GRC) Manager.

i. Sustainable Design. The designer shall provide sustainable design in accordance with UFC 1-200-02 High Performance and Sustainable Building Requirements, including all changes; or similar local rating system (CASBEE)as applicable.

j. Design for Maintainability. The designer shall consider the maintainability of the facility. A summarization of maintainability considerations must be included in the basis of design.

k. Electronically Prepared Documents and Drawings. All drawings and documentation provided under this contract shall be accomplished and developed using computer-aided design and drafting (CADD) software and procedures conforming to the following criteria.

(1) Graphic Format. All drawings shall be supplied in AutoCAD format in accordance with the requirements of FC 1-300-09N Facilities Criteria (FC) for Design Procedures (Latest Version).

(2) Delivery Media and Format.

(a) Electronic digital data and files shall be provided on CD-ROM in ISO-9660 format.

(b) The A-E firm shall prepare contract specifications using the SPECSINTACT program, which is available on the WBDG website and other sources. Note that many Uniform Guide

Specifications must be adapted for use in Japan. Files must be formatted for printing on standard 'US letter' size paper.

(c) Spreadsheet files shall be submitted in Microsoft Excel 2000 (or later) format. Files must be formatted for printing on standard 'US letter' size paper.

(d) Final design submittals shall include "ready to advertise" PDF format (see submittal section) electronic copies of project drawings and specifications. PDF format copies of drawings specifications, and other documents may also be required for preliminary and pre-final review submittals.

(e) Documents such as studies or bases of design that often contain scanned photographs, hand-written calculations, and catalog cuts shall be submitted in Adobe Acrobat "PDF" format as specified in the submittal section of this document.

(f) GIS deliverables shall be submitted as an ArcGIS 10.1 geodatabase. Specific version and data format requirements shall be provided by the NAVFAC Far East GRC.

l. Government Property. All U.S. Government provided information such as printed or electronic drawings, maps, and reference materials remain the property of the U.S. Government and will be returned upon completion of the project. All documented procedures, customized software, applications enhancements, and electronic data developed under this contract become the property of the U.S. Government. Upon final delivery of the requirements identified in the statement of work for each delivery order, software code and electronic data shall be removed from the Consultant's systems. Under no circumstances, without written authorization from the Contracting Officer, will electronic data and information developed from this project be used in the public or private sectors for demonstrations or commercialization. At the completion of the project tasking and after the deliverables have been forwarded and accepted by the Contracting Officer, the contractor will provide written notification that the software and data have been removed from their system.

3. STUDY DEVELOPMENT. Normally submittals will be submitted at the 35%, 100% (pre-final) and final stages. The work will include, but will not be limited to, the performance and submission of the following:

Coordinate work schedules, travel arrangements, planned meetings, report formats, on-site logistics, including surveys and investigations, etc. with the Government and A-E sub-consultants.

4. ENGINEERING STUDIES.

a. Each study will normally require a complete report, including supporting documents, such as preparation of cost estimates; parametric cost estimates; life cycle cost analysis; business case analysis; best management practice studies; concept design; preparation of project programming documents (DD1391); facility siting studies, design plans/specifications, sketches, renderings, photographs, calculations, laboratory analyses, and field data.

b. Submittal items will normally consist of pre-final and final reports. Periodic status reports may also be required to advise on the progress of the study. The number of copies of each submittal will be identified separately for each work authorization.

5. A_E FEE PROPOSAL.

a. For each task order the A-E firm will be required to submit a fee proposal, including hourly rates, unit costs, and overhead and profit rates proposed and required by the services specified in each SAES> The A-E firm shall submit backup sheets itemized as outlined below or as outlined for each individual project:
   i. Meeting/ Site Investigation
   ii. Data Analysis/ Reports
   iii. Specialist consultations services, if required
   iv. Air/ land travel and per diem expense, if authorized.
   v. Document reproduction
   vi. Post Construction Award Services, if applicable

b. Include a summary of all subcontracted effort in Section II, “CONSULTANTS/SUBCONTRACTORS”, supported with itemized backup sheets, including man-hours and hourly rates, overhead, profit, and miscellaneous costs for each subcontractor/consultant.

c. Where the use of equipment will be provided in the A-E proposal, provide a detailed breakdown or provide an invoice/cost estimate for the rental cost or unit cost being requested. The unit cost per time period being requested shall match the time period provided in the invoice/cost estimate.

6. SUBMITTALS.

a. The first submittal, accident prevention/safety/health plan is due after contract. 100% and final study delivery points will be specified in each work authorization issued to accomplish the individual studies development. The study submittals shall include all review comments of the previous submittals with annotations of actions taken by the A-E. Normally, Government review will be completed within 21 days after the submittal.

b. The number of copies required for each submittal shall be identified separately for each work authorization. In addition, all originals shall be submitted at the final stage.

c. In addition to the paper copies, the final submittal items shall be provided on a compact disk (CD-ROM) in either electronic files compatible with Microsoft Office Suite and converted to the PDF file format compatible with Adobe Acrobat Exchange version 5.0 or later. Each PDF file shall be book-marked to the first page of each report section.

d. Computer Graphics. Maps or map layers created or edited shall use the appropriate datum and reference as provided in the NAVFAC Far East GRC. Submit all CADD source files on CD-ROM or DVD-ROM, along with other submittals as specified by each work authorization.

7. Area Restrictions, Business Registration, and Licenses. Contractors (or their partners or subcontractors) must be duly authorized to operate and conduct business in all locations and must fully comply with all laws, decrees, labor standards and regulations during the performance of the contract. Prior to award of any contract, offerors must be registered to do business in all locations and possess all necessary licenses to perform work in each location. Offerors will be required to provide verification of such licenses prior to award of any contract to the contracting officer if such information is not already on file with or available to the contracting officer.

Entry requirements for each location can be found at the following reference: https://www.fcg.pentagon.mil/fcg.cfm

8. POST CONSTRUCTION AWARD SERVICES (PCAS). PCAS shall be included as required. PCAS shall be a pre-priced option for each design project. PCAS typically includes review of construction submittals, office consultation, and preparation of "as-built" drawings. Field consultation may be required for some projects as determined by the COR.

9. RECORD OF COMMUNICATIONS. Provide a written record of each discussion and conference to the PDE within one week of the event. The record shall include a statement regarding the effect of guidance received relative to the scope, cost, and schedule of the project.

10. RELEASE OF INFORMATION. Information furnished to the A-E or developed as part of the contract requirements (such as drawings, specifications, and cost estimates) shall not be divulged to anyone (except to the A-E's sub-contractors and consultants as may be necessary for their participation in the project), without the written consent of NAVFAC FE. Publicity regarding the work under the contract shall be approved by NAVFAC FE before release.

11. AVOIDANCE OF CONFLICTS OF INTEREST. The A-E firm and its subsidiaries or affiliates which design or prepare specifications for a construction contract cannot provide design or construction services for the same contract. This includes concept designs, design-build requests for proposals, facility studies, environmental assessments, or other activities that identify the scope of a project and its estimated cost.

12. CONFLICTS.
Where conflicts occur between the SAES and reference (a) and/or other Unified Facilities Criteria, and/or other reference documents as provided for each project, the SAES will generally govern. The A-E should consult with the PDE for resolution in any case of conflict.

Final determination of the governing condition will rest with the Contracting Officer (KO).

13. PROJECT MANAGEMENT.

a. Contracting Officer's Representative (COR): The COR, will be identified for each specific work authorization. A-E shall keep the COR informed of progress and problems encountered. The A-E shall designate an individual who is directly responsible for, and is the contact on, all matters pertaining to this contract.

b. Project Contract Specialist: The Contract Specialist assigned to this project is Kyle Monma.

c. See reference (a) for other project management requirements.